


Pay for Extraordinary Qualifications (CS Rule 6.5g)

	Louisiana Department of Health (LDH)	
	Policy Number	120.1
	Content	Provides a uniform mechanism for requesting and granting pay above the minimum for probational hires
	Effective Date	July 01, 2018
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If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

Civil Service Rule 6.5 (g) may only be used when it has been determined that the qualifications of individuals are extraordinary in nature (above and beyond the minimum qualifications), relate to the position being filled, and would significantly improve the quality of the work to be performed. Each office shall utilize the HR-20 to request a rate of pay above the minimum of the pay range. This policy shall be posted in one or more visible locations to assure that it is accessible to all employees. The Appointing Authority must assure that the posting and any subsequent revisions remain in place permanently or is replaced when appropriate. An Appointing Authority is an officer or employee authorized by statute or lawfully delegated authority to make appointments in the State Service.

II. APPLICABILITY

Rule 6.5 (g) may only be used for probational/job appointments (with the exception of corresponding adjustments) and can be used at any time during the first year of probation; payments made after the date of hire must be prospective. This rule may only be used when it has been determined that the

qualifications of the applicant are extraordinary in nature, relate to the position being filled, and would significantly impact the quality of work to be performed.

III. EFFECTIVE DATE

The effective date of this policy is July 01, 2018.

IV. POLICY PROVISIONS

A. When determining and setting an appropriate salary upon hire, the following factors shall be taken into consideration:

- **Market Relativity:** a comparison of the new hire's pay relative to the midpoint or market rate for the position;
- **Internal Equity:** a criterion that takes into consideration the relationship of the new hire's salary to the salaries of other employees who have comparable levels of education and experience and who perform similar duties and responsibilities within a work unit, division or agency;
- **Work Experience/Education:** a new hire's relevant work history and academic qualifications as related to the job;
- **Knowledge, Skills, and Abilities:** special qualifications, competencies, and prerequisites needed to successfully perform the tasks required of a job;
- **Recruitment/Retention Issues:** issues related to jobs that may warrant higher because of difficulty in recruiting or retaining employees with qualifications or credentials that are highly sought after.

1. Ranges are divided into quartiles in order to aid in determining employee hiring rate placement within the prescribed salary range. There are four points in the range to consider:

- **Minimum:** is the entry point for a grade and is appropriate for someone who is new to the position, when there is an abundant supply of talent and low turnover;
- **First Quartile:** is the progress point within the pay range and is usually appropriate for someone who is experienced and performing all the duties of the position, or when there are challenges in the supply of talent and some turnover;
- **Midpoint:** is the advanced point (the midpoint or market) and is usually appropriate for a seasoned employee who is performing competently in their job over many years, or when there is a limited supply of talent, and significant turnover;
- **3rd Quartile to Maximum:** is the point above the midpoint up to the maximum of the pay range for a grade that is usually appropriate for an employee with a

level of experience and expected job performance that will significantly exceed both the requirements of the job and the performance of most other employees. Hiring at this rate should be rare and factors such as a scarce supply of talent and critical turnover should be present.

Minimum	1 st Quartile	Midpoint	3 rd Quartile to Maximum
Meets minimum qualifications	Previous related experience	Subject Matter Expert	Hiring above the midpoint/market should be rare, but may be justified by the following:
No prior experience	Demonstrated ability to perform duties	Exhibits broad and deep knowledge of job and related areas	<ul style="list-style-type: none"> - Difficulty to recruit applicants to the position - Highly qualified with industry leading expertise - Sought after educational background or certifications
Requires additional training to build knowledge and skills	May require additional training to perform duties independently	Senior-level job expertise with no training required	

B. Rate of Pay

1. The rate of pay may be set between the minimum of the pay range and the maximum amount allowed by Civil Service rules. The human resources office should always be consulted before offering a salary above the minimum of the pay range.
2. Any request for payment above the midpoint requires an exception by the Civil Service Commission.
3. Human Resources will determine which employees are eligible for a corresponding adjustment (in the same job title and possession of same or substantially similar qualifications). Appointing authorities will make the decision of whether or not to pay corresponding adjustments to alleviate compression issues and if granted, shall ensure uniform application to all who are eligible. Corresponding adjustment may be set at the established 6.5 (g) rate and may be adjusted up to but not to exceed the percent difference between the 6.5 (g) hiring rate and the minimum hiring rate (to include SERS), if funds are available. Adjustments granted to current employees must be made effective on the same date as the new employee's hire.

4. The pay recommended by Human Resources can only be overridden by the Secretary, Deputy Secretary, or Undersecretary.

C. Verifications

Each office shall utilize the HR-20 to verify extraordinary qualifications of individuals to be employed under CS Rule 6.5 (g) as well as extraordinary qualifications of those employees whose salaries will be raised to the CS Rule 6.5 (g) appointment rate.

D. CS Rule 6.5 (g) shall not be used when:

1. A highly competitive situation exists (i. e., most or all applicants possess generally the same level of minimum qualifications);
2. filling a trainee level position when the special qualifications allows them to be hired at a higher level in the training series;
3. formal training is readily available to present employees; or
4. current employees, who could be promoted, possess the same knowledge, skills, and abilities;
5. a classified state employee (of any agency) with permanent status resigns and is then rehired into either the same position, the same job title, or a job with a lower maximum unless there has been a break in service of at least 30 days.

E. Documentation

HQ HRTSD and facility HR shall maintain the following information, respectively, for each CS Rule 6.5 (g) request processed:

1. current job description at the time the CS Rule 6.5 (g) rate was utilized;
2. description of the extraordinary qualifications;
3. list of employees affected;
4. verification of extraordinary qualifications of individuals employed under CS Rule 6.5 (g) as well as employees whose salaries were raised to the CS Rule 6.5 (g) rate; and
5. copies of all approved 6.5 (g) requests.

V. REVISION HISTORY

Date	Revision
December 28, 1999	Policy created
November 3, 2017	Policy revised
July 1, 2018	Policy revised